

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #16  
13 April - 19 April 1956

DATE: 19 April 1956

1. SIGNIFICANT ITEMS - None.

2. OTHER ACTIVITIES

a. Clerical Orientation

(1) During the week of 9 April there were 37 people in Clerical Induction Training and 9 in Clerical Orientation.

(2) [ ] has been enrolled in the Effective Writing Course beginning on 10 April and lasting for ten weeks.

b. Basic Orientation

(1) [ ] joined the Basic Orientation staff on Monday, 16 April.

c. Administrative Training

(1) [ ] presented tradecraft lectures in the War Plans Course.

d. Management Training

(1) On 17 April, [ ] spoke to the DDI/TLO's regarding the problem which has arisen in Basic Supervision with the increasing number of non-supervisory members in each class. A memorandum of prescribed procedures will be sent to all TLO's in the near future.

(2) On 18 April, [ ] drove to Front Royal, Virginia, to observe the new program of the third Mid-Career Management Training Program for Foreign Service Officers.

(3) On 10 April, [ ] attended the monthly luncheon meeting of the Training Officers' Conference. Dr. Dees, of the National Science Foundation, spoke on "Education and Training of Scientists and Engineers in the U.S. and Russia."

25X1 JOB NO. BOX NO. FLD NO. DOC NO. 8 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET. JUST. 22  
NEXT REV DATE 9 REV DATE 4-2-77 REVIEWER [ ] TYPE DOC. 02  
NO. PGS 9 CREATION DATE [ ] ORG COMP 11 OFFICE ORG CLASS S  
REV CLASS C REV COORD [ ] AUTH: HR 79-3

CONFIDENTIAL

SECRET

~~SECRET~~ ~~CONFIDENTIAL~~

25X1 (4) In continuation of the program, undertaken in conjunction with LETS, of obtaining more information on management-type courses and seminars offered by major universities specializing in this field, [ ] left on 11 April to inspect the programs offered by three west coast universities. The schools to be visited are Stanford, the University of California at Berkley, and the University of Washington. [ ] is expected to return to Headquarters on 18 April.

e. Orientation and Briefing

(1) The CIA Introduction was conducted on 12 April for an audience of 56 CIA employees.

(2) The Chief, OB/BS, invited Mr. Frank Wisner, DD/P, to give the opening remarks at the next Departmental Briefing.

f. Personnel Notes

25X1 (1) [ ] will be on military leave for fifteen days beginning Monday, 23 April.



Chief, Basic School

25X1

~~CONFIDENTIAL~~

~~SECRET~~